IMPORTANT DEATH CERTIFICATE INFORMATION

| Relationship | Death Certificate and Cause of Death | Death Certificate Only |
|---|--------------------------------------|------------------------|
| Spouse, Domestic Partner, Parent, Child, Sibling, Grandparent, Grandchild | ✓ | |
| Niece, Nephew, Aunt, Uncle, Great Grandchild, Great-Great Grandchild, Grandniece, Grandnephew | | ✓ |

- Falsifying information, including forging a signature, to obtain a death certificate is a misdemeanor and violators may also be subject to a fine of up to \$2,000 per violation.
- Submitting fraudulent identification is a crime and violators are subject to prosecution.
- Please see below for identification requirements, fees and other important information.
- ID requirements are subject to change.

3 Ways to Order a New York City Death Certificate

- Online: Visit nyc.gov/vitalrecords to order using a credit card, debit card or electronic check. Only spouses, domestic partners, parent, siblings, grandparent, grandchild, or person in charge of the disposition (informant) may submit orders online.
- In Person: To make your request in person, you need to schedule an appointment online at https://wb-nycdohmh.qmatic.cloud/qmaticwebbooking.
 - If you are unable to schedule an appointment and have an emergency request related to health care coverage, government services, military, housing or employment, email nycdohvr@health.nyc.gov or call **311**.
 - The office is at 125 Worth Street in Manhattan and is open Monday through Friday, 9 a.m. to 3:30 p.m. Use the Lafayette Street (handicapped accessible) or Centre Street entrances. Please see identification requirements below.
- By Mail: Applications submitted by mail must be signed in the presence of a Notary Public. Mail your application to 125 Worth Street, CN-4, Room 119, New York, NY 10013. Be sure to include a self-addressed, stamped envelope with your check or money order payable to the NYC Department of Health and Mental Hygiene. You also will need to provide a photocopy of the required identification and any necessary documentation (see below).

Identification (ID) requirements for customers including the deceased's spouse, domestic partner, parent, sibling, grandparent, grandchild, or person in charge of the disposition (informant)

We accept any of the following IF it includes your photo and your signature and is unexpired:

- Driver's license or non-driver's ID card
- NYS benefit card with photo
- · U.S. or foreign passport or passport card
- · IDNYC Municipal ID
- · Permanent resident card
- · University or college ID with a current transcript
- Inmate ID with current release papers
- · Job ID with a current pay stub
- NYC Access-A-Ride card
- · NYC MTA reduced fare card
- Military ID card

If you do not have any of the above, we also accept:

- Two different documents dated within the past 60 days, if they show your name and address (we will mail you the certificate):
 - Utility or telephone bills (online bills can be downloaded from your provider)
 - Official government mail that you have received

Documentation requirements for applicants NOT related to the deceased

If you are **not** related to the deceased, you need to establish your right to obtain a death certificate. You may obtain a death certificate if you are the legal representative of the estate, if you are a party with a property right to protect or assert, or if you can specify another judicial or other proper purpose. Documentation includes:

- Insurance policy
- Bank book or statement
- Other document showing entitlement

• Will

Property deed

If you are unable to provide the required documents, call **311** and ask for **Vital Records assistance** or email nycdohvr@health.nyc.gov. If outside of NYC, call 212-639-9675.



Office of Vital Records 125 Worth Street, CN-4, Room 119 New York, NY 10013-4090

SEE INSTRUCTIONS AND APPLICABLE FEES BELOW AND ON THE FIRST PAGE.

Register to vote: voting.nyc

To order death certificates quickly and securely online through VitalChek, visit nyc.gov/vitalrecords and click on ORDER A DEATH CERTIFICATE ONLINE at the top of the page.

To check the status of your order (newborn certificate, birth certificate, death certificate, or birth or death certificate correction), visit https://a816-evital.nyc.gov/eVitalVRRTS/.

DEATH CERTIFICATE APPLICATION

(Please print clearly and fill out as much information in English as you can. Forms submitted in other languages will take longer to process.

Translations of this form are available online for reference only — please fill out the English form in English.)

| 1. LAST NAME AT TIME OF DEATH | | ST NAME | | | | | 3. FEMALE MALE X* |
|---|-------------|---|--|----|----|---------------|-------------------------------------|
| 4. DATE OF DEATH S. IF YOU DO NOT KNOW BEGIN SEARCH MM DD YYYY MM DI | | EXACT DATE (| OF DEATH END SEAR | сн | DD | YYYY | SEE BELOW FOR FEE INFORMATION |
| 6. PLACE OF DEATH 7. BOROUGH MANH BR | ONX BKLYN C | QUEENS SI 8. AGE 9. HOW MANY COPIES DO YOU NEED A LETTER OF EXEMPLIFICATION? YES NO | | | | | |
| 11. SPOUSE OR DOMESTIC PARTNER'S NAME 12. LAST KNOWN ADDRESS 13. OCCUPATION OF DECEASED | | | | | | OF DECEASED | |
| 14. FATHER/PARENT'S NAME BEFORE FIRST MARRIAGE | | 15. MOTHER/PARENT'S NAME BEFORE FIRST MARRIAGE (MAIDEN NAME) | | | | | |
| 16. SOCIAL SECURITY NUMBER | | 17. CERTIFICATE NUMBER (if known) | | | | | |
| 18. WHY DO YOU NEED THIS CERTIFICATE? | | | 19. WHAT IS YOUR RELATIONSHIP TO THE DECEASED? | | | | |
| CLEARLY PRINT YOUR MAILING AND CONTACT INFORMATION BELOW. | | | | | | | |
| NAME STREET ADDRESS APT. NO. | | | DAYTIME PHONE I - Telephone Number | | | | |
| THE INDUITED | | | | | | | |
| CITY STATE ZIP CO | | | EMAIL ADDRESS | 3 | | | |
| 20. DO YOU NEED THE CAUSE OF DEATH? YES NO You may only obtain cause of death if your relationship to the deceased is listed below. Please check the appropriate box. Spouse or Domestic Partner Parent or Child Sibling Grandparent Grandchild | | 21. FEES \$15 per copy x copies = \$ Cost of certified copy includes a two-consecutive-year search \$3 for each extra year searched x years = \$ Total Amount Enclosed (sum of the two \$ amounts above): \$ | | | | | |
| Person in control of disposition on death certificate | | | FOR NOTARY PUBLIC USE ONLY | | | | |
| 22. CUSTOMER SIGNATURE. IF BY MAIL, MUST BE NOTARIZED By my signature below, I state I am the person whom I represent myself to be herein. I affirm the information within this form is complete and accurate. In addition, I acknowledge that misstating my identity or assuming the identity of another person including forging a signature may subject me to a misdemeanor and violators may also be subject to a fine of up to \$2,000. | | STATE OF | | | | Y PUBLIC SEAL | |
| Signature (required) Da | te | NOTARY PUBLIC SIGNATURE | | | | | |

Credit cards are not accepted for mail-in orders. Please make your check or money order payable to the NYC Department of Health and Mental Hygiene. If from outside the U.S., send an international money order or check drawn on a U.S. bank. **Cash is not accepted by mail or in person.**

ORDER DEATH CERTIFICATES ONLINE QUICKLY AND SECURELY AT NYC.GOV/VITALRECORDS